



# Admin Ops – Scheduling & Planning

## **Source Material – TLT Director’s Guide Administrative Operations, Club Planning #1, 2**

1. Assist in planning club activities including, but not limited to:
  - a. Regular meetings
  - b. Induction
  - c. Investiture
2. Assist in planning and coordinating the yearly and single meeting schedules. This includes times for Investiture Achievement, honor instruction, special events, worships, outings, and camping trips.

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### **Students**

All TLTs who attend this Operation are new to the TLT program. It is imperative that this workshop be interactive and activity-based. Most of these TLTs will not know each other and will just be starting to form long-lasting relationships. Help them be interactive by having activities that they can do together.

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### **Purpose & Goals of Workshop**

This workshop is intended to help the TLT learn the basic aspects and process of planning club events. It also gets the TLT involved in planning the club calendar for the year.

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### **Ideas for Workshop activities:**

- As a resource give handout of Opening and Closing exercises as specified in the Pathfinder Manual and let them talk about the unique things their club does.
- Break-out into groups of 3 and have them explain to each other what their club’s induction service and investiture service are like. (Intent is for them to get to know each other and to get ideas from other clubs to bring back to their club).
- Give handout of the Conference Calendar and have them discuss which events are in their Club’s yearly calendar. Have them discuss what they need to do to encourage their Staff to take them to any upcoming Teen Events.
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### **Ideas for Convention activities:**

- Assign TLTs to be responsible for posting the Convention Program Schedule in the meeting locations throughout the Convention, and to remove them during clean-up time.

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### **Additional Resources:**

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